ACES PROCEDURES

1.   Certification period procedures

      a.   If the Assistance Unit is eligible for benefits, ACES establishes a regular
             certification period based on policy and household circumstances.

      b.   In order for ACES to make the correct determination, update the (SLAM Ind)
             field on the (MISC) screen during Interview and after initiating the Eligibility
             Review. Enter [Y] or [N] based on criteria set by each Regional office.

      c.   Wherever possible, ACES will align the food assistance certification period
             with the cash assistance review end date.

      d.   In some circumstances, ACES assigns a certification period that is shorter
             than the maximum allowed. For example, ACES assigns a twelve month
             certification period to food assistance households without earned income or
             public assistance when all members are elderly.

      e.   You can assign a longer certification period to assistance units that are not
             automatically given the maximum certification period. You can always
             assign a shorter certification period than ACES does if you determine that it
             is appropriate.

      f.   You can only update the certification period during Finalize or after initiating
             an eligibility review.

2.   Initial application

      a.   When in the finalize function of ACES, adjust the (Rev End) field of each
             month for all of the months you are confirming to the correct end of the
             certification period. See **APPLICATIONS** for detailed instructions on
             finalizing an application.

3.   Eligibility reviews / recertifications

      a.   After initiating a review and making all necessary changes in the ACES
             ongoing month, confirm eligibility results for the assistance unit(s). This will
             bring you to the financial eligibility screens: (CAFI), (FSFI), and (MAFI).

b.   Adjust the (Rev End) field for the assistance unit(s) that do not have the correct certification period ending month.

c.   See **ELIGIBILITY REVIEWS AND RECERTIFICATIONS** for details on the entire process.

d.   If you initiate a review for the sole purpose of updating the certification period and do not actually complete an eligibility review, document your reasons for doing this. The certification cannot be extended beyond the maximum time period allowed in WAC.

4.   Reinstatement

Cases are reinstated in ACES when the clients have been terminated for less than 30 days and are eligible back to the first of the month, or when clients are terminated in error in a historical month. Do <u>not</u> reinstate a denied assistance unit.

Note: Reinstatement is done for one month at a time. If an AU needs to be reinstated for more than one month, each month must be done separately. If you are reinstating a month historically, you must also reinstate the ongoing month.

a.   From the (AMEN), select [M] and enter the terminated AU ID. If you are reinstating the ongoing month, leave the (Benefit Month) field blank. If you are reinstating a historical month, enter the month and year in the (Benefit Month) field. <TRANSMIT>

Note: If you will be issuing benefits locally, the current calendar month is reinstated last. After a local issuance is completed, ACES will not allow any further activity on any related assistance units for the rest of the day.

b.   The (REIN) screen displays. Enter a [Y] in the (Reins) field next to each individual in the assistance unit that you are reinstating. <TRANSMIT> An AU can be reinstated without reinstating all clients listed. However, for an AU to be reinstated, the head of household must be reinstated.

c.   The (AMEN) displays with the AU ID on the screen. Select [R] To change the ongoing month, leave the (Benefit Month) field blank. To change a historical month, enter the month and year in the (Benefit Month) field.

<TRANSMIT>

d.   Go to the (STAT) screen for the AU that you are reinstating. There will be reason codes on the (AU Status Reasons) field for the assistance unit and the (Rsn) field for each client. To view why the case was terminated, move cursor to the reason code and press <F1> for appropriate valid values.

Move the cursor to the (AU Status Reasons) field and press the <End> key to remove the code. Move the cursor to the (Rsn) field for each client you are reinstating and press the <End> button. <TRANSMIT>

e.   Type new data on any other screens necessary to reinstate the case. Call [DONE]. If there are any errors, The (ERRO) screen displays. Type any changes to correct errors on the appropriate data screen. Call DONE. Confirm eligibility results. <TRANSMIT>

f.   At the (DONE) screen for the current calendar month, ACES highlights the (OTC) field with a red "?". Enter [Y] on this field to issue the Medical Assistance ID card or Food Assistance benefits locally. Enter disposition code. Press <F1> for appropriate valid values. <TRANSMIT>

Note: ACES will allow the local issuance of both the Food Assistance benefits and the Medical ID card if the medical is processed first.. When a local issuance is completed, ACES will not allow any further activity on any related assistance units for the rest of the day.

5.   Retroactive medical

Workers can copy interview data to selected retroactive MA months, modify, validate the data, and finalize eligibility for the three (3) month period prior to the month of application.

a.   From the (AMEN), select [W] and enter the clients medical AU ID. <TRANSMIT>

b.   The (RCMO) screen displays. Enter [Y] in the (Continue) field. <TRANSMIT> ACES will copy the data entered in the interview process for the three months before the certification for the AU.

c.   The (AMEN) displays. Select [R] and enter the client's medical AU ID. Enter the month and year for the first month in which data was copied for retroactive Medicaid in the (Benefit Month) field. <TRANSMIT>

d.   Make changes in all AU/client data that is different from the information entered during the interview process. Deny any months retroactive Medicaid was not requested by entering [599] on the (AU Status Reasons) field of the (STAT) screen for the AU.

e.   Call DONE. Correct all errors displayed on the (ERRO) screen.

f.   Repeat step C for all other months retroactive Medicaid data was copied.

g.   From the (AMEN), select [X] and enter the client's medical AU ID. <TRANSMIT> The (FRME) screen displays. All retroactive benefit months should show a status of "Waiting Review" (If any month does not show this status, return to step C to review the missed months.) <TRANSMIT>

h.   The (ELIG) screen displays. Enter [Y] to confirm the non-financial eligibility results. The (MAFI) screen Displays. Enter [Y] to confirm.

i.   Repeat this process for all months.

Note: If the results displayed on the (MAFI) screen are not correct, do not confirm the benefits. <F3> out to the (AMEN) and return to step (D).

j.   Press <TRANSMIT> after confirming all benefit months. The (FRME) screen displays. Enter [Y] in (Finalize) field. <TRANSMIT>